

ICWA PROGRAM MANAGER STATE OF MONTANA

Current: Michelle Ereaux, Ed.M., J.D.

ICWA Program Liaison

- Serves as the tribes' contact and expert for issues and interpretation of ICWA.
- Makes recommendations to the Child and Family Services' management team to have division services and programs designed with awareness of Indian culture and ICWA requirements.
- Assists staff with concerns, questions, or interpretation of ICWA.
- Participates in work groups and activities to increase recruitment and retention of Native American foster/adoption families.
- Works with field staff to implement strategies to increase recruitment and retention of Native foster/adoption families.
- Maintains records of individuals who may serve as expert witnesses in child welfare proceedings.
- Recommends and encourages staff providing tribal children and families case management services to respond in a culturally competent manner.
- Assists with specific cases to ensure services provided comply with ICWA as requested.

Training

- Trains staff on ICWA requirements.
- Provides training to tribal staff as Title IV-E federal regulations are updated or changed.
- Provides technical assistance and training to tribes on budget projections and cost allocation procedures.
- Plans, coordinates, and presents ICWA Expert Witness Training in accordance with attorneys and other trainers.

Title IV-E Contract Monitoring

- Assists tribes with gathering contract attachments such as licensing standards, updated position descriptions, and tribal cost allocation agreements.
- Assists tribes with cost allocation methodology to help tribes with Title IV-E projections and reimbursements for eligible expenditures.

- Serves as a resource for tribal social services, tribal leaders, and the Bureau of Indian Affairs and answers program questions about Title IV-E or cost allocation.
- Reviews, monitors, and ensures compliance with federal requirements when Title IV-E case management contracts are negotiated or changed by tribal governments.
- Maintains financial records and authorizes contract invoice payments and other allowable charges.
- Gathers and analyzes contract data and resolves issues with incomplete or delayed data submissions.
- Provides staff assistance with case management reviews and Title IV- E eligibility reviews.
- Assists with the development of Title IV-B and IV-E plans for children by collaborating with tribes, shares policy and federal requirements; provides feedback on state's compliance with ICWA.

Other Duties as Assigned